

JOB OPPORTUNITY

Office of the Lieutenant Governor

CLASS TITLE: Principal Assistant (Staff Consultant)
SALARY: \$6,172-\$7,460
TIME BASE: Full-Time
FINAL FILING DATE: Until Fill

This position is exempt from State civil service and excluded from collective bargaining.

DUTIES:

The Office of Lieutenant Governor Cruz M. Bustamante, is currently seeking a full-time Staff Consultant for the Los Angeles District Office located in Downtown Los Angeles. As Staff Consultant, duties will include developing and maintaining relationships with community groups and other organizations, event preparation and implementation, office support and staffing the Lieutenant Governor.

Specifically activities include but are not limited to: representing the Lieutenant Governor at meetings, advancing events in preparation for the Lt. Governor's attendance; developing and maintaining contacts with individuals, businesses and organizations; coordinating projects; drafting and presenting congratulatory documents; handling casework and agency referrals, drafting talking points, researching issues and legislation; performing outreach in Southern California communities; assisting the District Director, and all District Office staff with additional tasks, as needed.

DESIRABLE QUALIFICATIONS

Applicants should possess strong interpersonal, writing and organizational skills and be able to efficiently work and set priorities in a fast-paced environment. An ideal candidate for this position would be a well-spoken, self-assured individual with a positive attitude and the ability to work as a team player. Principal staffing experience and a demonstrated interest in public service working directly with the community is preferred. Bi-lingual, insurance and media experience is encouraged as well.

SUBMIT APPLICATION/RESUMES TO: (Email or FAX cover letter, resume, and writing sample)

Laura Richardson, District Director
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